

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**TOWNSHIP OF CHAPIN**

**SAGINAW COUNTY, MICHIGAN**

**MARCH 31, 2004**

TOWNSHIP OF CHAPIN  
TOWNSHIP BOARD

Robert Maynard	-	Supervisor
Virginia Leckenby	-	Clerk
Rebecca Bates	-	Treasurer
David Arnst	-	Trustee
Dennis Coon	-	Trustee

## AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>CHAPIN</b>	County <b>SAGINAW</b>
Audit Date <b>3-31-04</b>	Opinion Date <b>6-2-04</b>	Date Accountant Report Submitted to State: <b>6-2-04</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

### We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.			X
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) <b>JAMES M. IRELAND, P.C.</b>			
Address <b>10 S. CEDAR ST., SUITE #3</b>	City <b>LANSING</b>	State <b>MI</b>	ZIP <b>48911-6924</b>
Signature <b>James M. Ireland, CPA</b>			

TOWNSHIP OF CHAPIN  
SAGINAW COUNTY, MICHIGAN

Table of Contents

	<u>Page</u>
Independent Auditor's Report .....	1
<u>Combined Statement - Overview:</u>	
Combined Balance Sheet - All Fund Types and Account Groups .....	2
Combined Statement of Revenues, Expenditures and Changes in Fund Balance - All Governmental Fund Types .....	3
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund .....	4
Notes to Financial Statements .....	5-9
<u>Financial Statements of Individual Funds:</u>	
General Fund:	
Balance Sheet .....	10
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual .....	11-15
Garbage and Rubbish Collection Fund:	
Balance sheet .....	16
Statement of Revenues, Expenditures and Changes in Fund Balance .....	17
Fiduciary Fund:	
Current tax Fund:	
Statement of Changes in Assets and Liabilities .....	18
Statement of Cash Receipts and Disbursements .....	19

**JAMES M. IRELAND, P.C.**

CERTIFIED PUBLIC ACCOUNTANT  
6920 S. CEDAR STREET, SUITE #3  
LANSING, MI 48911-6924  
(517) 699-5320

**Independent Auditor's Report**

Members of the Township Board  
Township of Chapin  
Saginaw County, Michigan

**Boardmembers:**

I have audited the accompanying general purpose financial statements of the Township of Chapin as of and for the year ended March 31, 2004, as listed in the table of contents. These general purpose financial statements are the responsibility of the township's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Township of Chapin as of March 31, 2004, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining, individual fund and account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Chapin. The information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.



Certified Public Accountant

June 2, 2004

## TOWNSHIP OF CHAPIN

## COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

March 31, 2004

	Governmental Fund Types		Fiduciary Fund Type	Account Group	Totals
	General	Special Revenue	Trust and Agency	General Fixed Assets	(Memo Only)
<u>Assets</u>					
Cash in banks	\$ 184,541	\$ 33,744	\$ 286	\$ -	\$ 218,571
Investments	10,030	-	-	-	10,030
Delinquent taxes receivable	5,713	-	-	-	5,713
Delinquent assessments receivable	-	8,506	-	-	8,506
Due from other funds	286	-	-	-	286
Fixed assets	-	-	-	214,990	214,990
<u>Total Assets</u>	<u>\$ 200,570</u>	<u>\$ 42,250</u>	<u>\$ 286</u>	<u>\$ 214,990</u>	<u>\$ 458,096</u>
<u>Liabilities</u>					
Due to other funds	\$ -	\$ -	\$ 286	\$ -	\$ 286
Due to federal	721	-	-	-	721
<u>Total Liabilities</u>	<u>721</u>	<u>-</u>	<u>286</u>	<u>-</u>	<u>1,007</u>
<u>Fund Equity</u>					
Investment in general fixed assets	-	-	-	214,990	214,990
Fund balance:					
Reserved	-	-	-	-	-
Unreserved	199,849	42,250	-	-	242,099
<u>Total Fund Equity</u>	<u>199,849</u>	<u>42,250</u>	<u>-</u>	<u>214,990</u>	<u>457,089</u>
<u>Total Liabilities and Fund Equity</u>	<u>\$ 200,570</u>	<u>\$ 42,250</u>	<u>\$ 286</u>	<u>\$ 214,990</u>	<u>\$ 458,096</u>

See accompanying notes to financial statements.

## TOWNSHIP OF CHAPIN

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE  
ALL GOVERNMENTAL FUND TYPES

Year Ended March 31, 2004

	General	Special Revenue	Total
<u>Revenues</u>			
Taxes	\$ 44,800	\$ -	\$ 44,800
Licenses and permits	6,820	-	6,820
State grants	80,211	-	80,211
Charges for services	2,982	-	2,982
Miscellaneous	<u>4,195</u>	<u>45,286</u>	<u>49,481</u>
 Total Revenues	 139,008	 45,286	 184,294
<u>Expenditures</u>			
Legislative	2,510	-	2,510
General government	27,503	-	27,503
Public safety	33,574	-	33,574
Public works	29,753	43,655	73,408
Health and welfare	8,800	-	8,800
Other functions	10,907	-	10,907
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
 Total Expenditures	 <u>113,047</u>	 <u>43,655</u>	 <u>156,702</u>
 Excess (Deficiency) of Revenues over Expenditures	 25,961	 1,631	 27,592
 Fund Balance, April 1	 <u>173,888</u>	 <u>40,619</u>	 <u>214,507</u>
 <u>Fund Balance, March 31</u>	 <u>\$ 199,849</u>	 <u>\$ 42,250</u>	 <u>\$ 242,099</u>

See accompanying notes to financial statements.

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
<u>Revenues</u>			
Taxes	\$ 39,500	\$ 44,800	\$ 5,300
Licenses and permits	5,000	6,820	1,820
State grants	80,030	80,211	181
Charges for services	1,700	2,982	1,282
Miscellaneous	<u>5,070</u>	<u>4,195</u>	<u>(875)</u>
 Total Revenues	 131,300	 139,008	 7,708
<u>Expenditures</u>			
Legislative	2,625	2,510	115
General government	30,975	27,503	3,472
Public safety	31,655	33,574	(1,919)
Public works	46,035	29,753	16,282
Health and welfare	8,860	8,800	60
Other functions	11,150	10,907	243
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
 Total Expenditures	 <u>131,300</u>	 <u>113,047</u>	 <u>18,253</u>
 Excess (Deficiency) of Revenues over Expenditures	 -	 25,961	 25,961
 Fund Balance, April 1	 <u>173,888</u>	 <u>173,888</u>	 <u>-</u>
 <u>Fund Balance, March 31</u>	 <u>\$ 173,888</u>	 <u>\$ 199,849</u>	 <u>\$ 25,961</u>

See accompanying notes to financial statements.



TOWNSHIP OF CHAPIN  
NOTES TO FINANCIAL STATEMENTS

March 31, 2004

---

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 14 "The Financial Reporting Entity", these financial statements present the Township of Chapin and its component units. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency, and whether the financial statements would be misleading if data were not included.

Basis of Presentation

The accounts of the government are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

The financial activities of the Township of Chapin are recorded in separate funds and account groups, categorized as follows:

GOVERNMENTAL FUNDS

General Fund

This fund is used to account for all financial resources except those provided for in another fund. Revenues are primarily derived from property taxes, State and Federal aid, and charges for services to provide for the administration and operation of: (1) general governmental departments, boards and commissions; (2) law enforcement; and (3) health, welfare and medical assistance. The fund includes the general operating expenditures of the local unit.

Special Revenue Fund

These funds are used to account for specific revenue sources (other than expendable trusts or major capital projects), generally derived from State and Federal grants, General Fund appropriations and charges for services, which are to be expended for specific purposes as dictated by legal, regulatory, or administrative requirements.

FIDUCIARY FUNDS

Trust and Agency Funds

These funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These include: (a) Expendable Trust Funds; (b) Nonexpendable Trust Funds (c) Pension Trust Fund; and (d) Agency Funds.

TOWNSHIP OF CHAPIN  
NOTES TO FINANCIAL STATEMENTS

March 31, 2004

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ACCOUNT GROUPS

General Fixed Assets Account Group

This Account Group presents the fixed assets of the local unit utilized in its general operations (nonproprietary fixed assets).

Fixed assets used in the general operation of the township are recorded as expenditures when purchased and are accounted for in the General Fixed Assets Account Group. No depreciation is recorded for these general fixed assets. Infrastructure assets, including roads, bridges, drains, curbs, and gutters are not capitalized.

General Long-Term Debt Account Group

This Account Group presents the balance of general obligation long-term debt which is not recorded in proprietary or trust funds.

CASH, CASH EQUIVALENTS, AND INVESTMENTS

For purposes of the statement of cash flows, demand deposits and short-term investments with a maturity date of three months or less when acquired are considered to be cash equivalents.

Investments are stated at cost.

BASIS OF ACCOUNTING

The modified accrual basis of accounting is used by all Governmental Funds, Agency Funds and Expendable Trust Funds. Revenue and other sources are recognized in the accounting period in which they become susceptible to accrual--that is when they become both measurable and available to finance expenditures of the fiscal period. Expenditures are recognized when the related liability is incurred. Modifications from the accrual basis are as follows:

- a. Property tax revenue is recognized in accordance with MCGAA Statement 3: Properties are assessed and leined as of December 31 and their related property taxes are billed on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county delinquent tax rolls.
- b. Payments for inventoriable types of supplies are recorded as expenditures at the time of purchase.
- c. Normally, expenditures are not divided between years by the recording of prepaid expenses.

Budgets and Budgetary Accounting:

The Township follows these procedures in establishing the budgetary data reflected in the financial statements.

TOWNSHIP OF CHAPIN  
NOTES TO FINANCIAL STATEMENTS

March 31, 2004

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

BASIS OF ACCOUNTING (cont'd)

1. Prior to December 1, the Supervisor submits to the Board a proposed operating budget for the fiscal year commencing the following April 1. The operating budget includes proposed expenditures and the means of financing them. The budgets are adopted to the activity level.
2. Public hearings are conducted at the Township hall to obtain taxpayer comments.
3. Prior to February 1, the budget is legally enacted through passage of a resolution.
4. Budgets for the governmental fund types and the expendable trust funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. Budgeted amounts are as originally adopted, or as amended by the Township Board.

Comparative Data:

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Township's financial position and operations.

Investments:

Investments are stated at cost.

Property Tax and Delinquent Taxes Receivable

Taxes are levied for the Township on December 1. The Township bills and collects its own property taxes. Property taxes not paid to the Township treasurer by the final due date in March are turned over to the County treasurer. The County purchases the delinquent taxes of the Township and normally remits the taxes to the Township the following year. The taxes paid by the county are included as revenue on the Township's books at the preceding March 31 date.

The 2003 Taxable valuation of the Township totaled \$15,281,587 on which ad valorem taxes levied consisted of 0.9046 mills for operating purposes. These amounts are recognized in the general fund. The Township has a special assessment of 1.6876 mills on real property taxable values for fire and ambulance.

Delinquent Taxes Receivable

	Fire and Ambulance Assessments	Taxes	PTAF	Total
2003 Tax Levy	\$25,756	\$13,804	\$5,239	\$44,799
2003 Taxes Collected	<u>22,509</u>	<u>12,064</u>	<u>4,513</u>	<u>39,086</u>
2003 Taxes Uncollected	3,247	1,740	726	5,713
Delinquent Taxes Receivable, April 1	3,408	1,873	715	5,996
Delinquent Taxes Collected	<u>3,408</u>	<u>1,873</u>	<u>715</u>	<u>5,996</u>
Delinquent Taxes Receivable, March 31	<u>\$ 3,247</u>	<u>\$ 1,740</u>	<u>\$ 726</u>	<u>\$ 5,713</u>
Summary by Year of Levy, 2003	<u>\$ 3,247</u>	<u>\$ 1,740</u>	<u>\$ 726</u>	<u>\$ 5,713</u>

TOWNSHIP OF CHAPIN  
NOTES TO FINANCIAL STATEMENTS

March 31, 2004

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property Tax and Delinquent Taxes Receivable (cont'd)

Total Columns on Combined Statements - Overview:

Total Columns on the Combined Statements - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

BALANCE SHEET--CASH AND INVESTMENTS

Deposits are carried at cost. Deposits are in one financial institution in the name of Chapin Township Treasurer. Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of Federally insured banks, credit unions, and savings and loan associations. Investments can also be made in bonds, securities and other obligations of the United States, or an agency or instrumentality of the United States, which are guaranteed as to principal and interest by the United States, including securities issued by the Government National Mortgage Association; United States government or Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the three highest classifications by not less than two standard rating services which mature not more than 270 days after the date of purchase and which involve no more than 50 percent of any one fund. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan. The Township's deposits are in accordance with statutory authority.

The Governmental Accounting Standards Board (GASB) Statement No. 3 risk disclosure for deposits at year end are as follows:

<u>Deposits</u>	
Insured (FDIC)	\$208,522
Uninsured	<u>10,049</u>
Total Deposits	<u>\$218,571</u>

At year end, the balance sheet carrying amount of deposits was \$218,571 .

In accordance with GASB Statement 3, investments are classified into three categories of credit risk as follows:

Category 1: Insured or collateralized with securities held by the Township or its agent in the Township's name.

Category 2: Collateralized with securities held by the pledging financial institution's trust department or agent in the Township's name.

TOWNSHIP OF CHAPIN  
NOTES TO FINANCIAL STATEMENTS

March 31, 2004

BALANCE SHEET--CASH AND INVESTMENTS (cont'd)

Category 3: Uncollateralized (includes any bank balance that is collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Township's name).

<u>Investment Type</u>	(1)	(2)	(3)	<u>Carrying Amount</u>	<u>Market Value</u>
Risk-Categorized					
Cash Equivalents	\$10,030	\$ -	\$ -	\$10,030	\$10,163

FIXED ASSETS

<u>Changes in General Fixed Assets</u>	<u>Balance 4/1/02</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 3/31/03</u>
Land and improvements	\$ 19,754	\$ -	\$ -	\$ 19,754
Buildings	171,519	-	-	171,519
Furniture and equipment	<u>23,717</u>	<u>-</u>	<u>-</u>	<u>23,717</u>
Totals	<u>\$214,990</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$214,990</u>

Excess of Expenditures Over Appropriations in Budgeted Funds

The Uniform Budgeting and Accounting Act, PA 2 of 1968, as amended, (MCL 141.421 et seq.), provides that a local governmental unit shall not incur expenditures in excess of the amount appropriated. The Local Governmental Unit's actual expenditures and budgeted expenditures for the funds budgeted have been shown on a functional basis. The approved budgets of the Township for these budgeted funds were adopted to the departmental level.

The Garbage and Rubbish Collection Fund did not have a budget for the fiscal year. This should be corrected for next fiscal year.

Interfund receivables and payables as of March 31, 2004 are as follows:

	<u>Receivables</u>	<u>Payables</u>
General	\$286.24	\$ -
Current Tax	<u>-</u>	<u>286.24</u>
<u>Totals</u>	<u>\$286.24</u>	<u>\$286.24</u>

TOWNSHIP OF CHAPIN  
GENERAL FUND

## BALANCE SHEET

March 31, 2004

---

Assets

Cash in bank - checking	\$ 76,018.82
Cash in bank - savings	906.91
Certificates of deposit	107,614.79
Investments	10,030.10
Delinquent taxes receivable	5,713.36
Due from tax fund	<u>286.24</u>
<u>Total Assets</u>	<u>\$ 200,570.22</u>

Liabilities

Due to federal government	\$ 721.10
---------------------------	-----------

Fund Balance

Unreserved	<u>199,849.12</u>
------------	-------------------

<u>Total Liabilities and Fund Balance</u>	<u>\$ 200,570.22</u>
---	----------------------

See accompanying notes to financial statements.

TOWNSHIP OF CHAPIN  
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>Revenues</u>			
Taxes:			
Current property taxes		\$ 39,560.03	
Property tax administration fees		<u>5,239.53</u>	
Total Taxes	\$ 39,500.00	44,799.56	\$ 5,299.56
Licenses and permits:			
Building permits	5,000.00	6,820.00	1,820.00
State grants:			
State revenue sharing		80,181.00	
Payments in lieu of taxes		<u>30.00</u>	
Total State Grants	80,030.00	80,211.00	181.00
Charges for services:			
Collection fees		1,702.50	
Fire runs		1,000.00	
Land division fees		<u>280.00</u>	
Total Charges for Services	1,700.00	2,982.50	1,282.50
Miscellaneous:			
Interest earned		2,063.80	
Rents and royalties		1,505.00	
Other		<u>626.18</u>	
Total Miscellaneous	<u>5,070.00</u>	<u>4,194.98</u>	<u>(875.02)</u>
Total Revenues	<u>\$ 131,300.00</u>	<u>\$ 139,008.04</u>	<u>\$ 7,708.04</u>

TOWNSHIP OF CHAPIN  
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>Expenditures</u>			
Township board:			
Salaries		\$ 1,646.06	
Professional services		145.00	
Telephone		22.09	
Printing and publishing		305.79	
Dues and memberships		<u>390.63</u>	
Total Township Board	\$ 2,625.00	2,509.57	\$ 115.43
Supervisor:			
Salaries		4,500.00	
Supplies and postage		355.03	
Telephone		23.00	
Transportation		250.58	
Miscellaneous		<u>150.00</u>	
Total Supervisor	6,610.00	5,278.61	1,331.39
Elections:			
Salaries		50.00	
Printing and publishing		<u>-</u>	
Total Elections	700.00	50.00	650.00
Assessor:			
Salaries		4,246.65	
Miscellaneous		<u>50.00</u>	
Total Assessor	<u>3,550.00</u>	<u>4,296.65</u>	<u>(746.65)</u>
<u>Forward</u>	\$13,485.00	\$12,134.83	\$1,350.17



TOWNSHIP OF CHAPIN  
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>Forwarded</u>	\$ 13,485.00	\$ 12,134.83	\$ 1,350.17
<u>Expenditures</u> (cont'd)			
Attorney:			
Professional services	600.00	49.00	551.00
Clerk:			
Salaries		4,500.00	
Office supplies and postage		317.57	
Software support		240.00	
Telephone		105.15	
Transportation		107.44	
Miscellaneous		<u>25.00</u>	
Total Clerk	5,570.00	5,295.16	274.84
Board of review:			
Salaries		567.00	
Supplies		<u>89.68</u>	
Total Board of Review	600.00	656.68	(56.68)
Treasurer:			
Salaries		5,625.00	
Office supplies and postage		347.33	
Software support		1,094.67	
Tax roll preparation		1,868.25	
Telephone		43.69	
Transportation		104.72	
Miscellaneous		<u>35.00</u>	
Total Treasurer	<u>8,970.00</u>	<u>9,118.66</u>	<u>(148.66)</u>
<u>Forward</u>	\$ 29,225.00	\$ 27,254.33	\$ 1,970.67

TOWNSHIP OF CHAPIN  
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>Forwarded</u>	\$ 29,225.00	\$ 27,254.33	\$ 1,970.67
Hall and grounds:			
Salaries		720.36	
Supplies		227.93	
Telephone		125.88	
Utilities		703.49	
Repairs and maintenance		<u>980.75</u>	
Total Hall and Grounds	4,375.00	2,758.41	1,616.59
Fire:			
Contracted services	25,000.00	25,569.35	(569.35)
Building inspection:			
Salaries		5,735.00	
Supplies and postage		304.67	
Contracted services		300.00	
Telephone		29.09	
Transportation		1,163.19	
Miscellaneous		<u>472.94</u>	
Total Building Inspection	6,655.00	8,004.89	(1,349.89)
Drain:			
County drain tax	600.00	5,845.69	(5,245.69)
Highways and streets:			
Contracted services	<u>45,435.00</u>	<u>23,907.15</u>	<u>21,527.85</u>
<u>Forward</u>	\$ 111,290.00	\$ 93,339.82	\$ 17,950.18

TOWNSHIP OF CHAPIN  
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL

Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>Forwarded</u>	\$ 111,290.00	\$ 93,339.82	\$ 17,950.18
<u>Expenditures (cont'd)</u>			
Health:			
Ambulance service		8,360.00	
Professional services		<u>440.00</u>	
Total Health	8,860.00	8,800.00	60.00
Other functions:			
Insurance and bonds		8,814.00	
Pension plan		1,060.41	
Social security and medicare		<u>1,032.39</u>	
Total Other Functions	11,150.00	10,906.80	243.20
Capital outlay:			
Hall parking lot	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>122,440.00</u>	<u>104,246.62</u>	<u>18,193.38</u>
Excess (Deficiency) of Revenues over Expenditures	(8,860.00)	34,761.42	25,901.42
Fund Balance, April 1	<u>173,887.70</u>	<u>173,887.70</u>	<u>-</u>
<u>Fund Balance, March 31</u>	<u>\$ 165,027.70</u>	<u>\$ 208,649.12</u>	<u>\$ 25,901.42</u>

See accompanying notes to financial statements.

TOWNSHIP OF CHAPIN  
GARBAGE AND RUBBISH COLLECTION FUND

BALANCE SHEET

March 31, 2004

---

Assets

Cash in bank	\$ 33,744.18
Delinquent assessments receivable	<u>8,505.92</u>

<u>Total Assets</u>	<u>\$ 42,250.10</u>
---------------------	---------------------

Fund Balance

Unreserved	<u>\$ 42,250.10</u>
------------	---------------------

See accompanying notes to financial statements.

TOWNSHIP OF CHAPIN  
GARBAGE AND RUBBISH COLLECTION FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE

Year Ended March 31, 2004

Revenues

Miscellaneous:

Interest earned	\$ 55.48
Special assessments	44,768.00
Recycling rebate	<u>462.78</u>

<u>Total Revenues</u>	45,286.26
-----------------------	-----------

Expenditures

Sanitation:

Contracted services	<u>43,655.27</u>
---------------------	------------------

Excess of Revenues over Expenditures	1,630.99
---	----------

Fund Balance, April 1	<u>40,619.11</u>
-----------------------	------------------

<u>Fund Balance, March 31</u>	<u>\$ 42,250.10</u>
-------------------------------	---------------------

See accompanying notes to financial statements.

## TOWNSHIP OF CHAPIN

STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -  
AGENCY FUNDS

Year Ended March 31, 2004

	Balance <u>4/1/03</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>3/31/04</u>
<u>Current Tax Fund</u>				
Assets:				
Cash	\$ 254.93	\$ 457,737.13	\$ 457,705.82	\$ 286.24
Liabilities:				
Due to state	\$ -	\$ 69,156.67	\$ 69,156.67	\$ -
Due to county	-	111,768.55	111,768.55	-
Due to schools	-	201,385.80	201,385.80	-
Due to general fund	254.93	39,164.03	39,132.72	286.24
Due to garbage fund	-	36,262.08	36,262.08	-
<u>Total Liabilities</u>	\$ 254.93	\$ 457,737.13	\$ 457,705.82	\$ 286.24

See accompanying notes to financial statements.

TOWNSHIP OF CHAPIN  
CURRENT TAX FUND

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

Year Ended March 31, 2004

<u>Balance, April 1, 2003</u>		\$ 254.93
<u>Receipts</u>		
Current tax and assessments	\$ 451,878.81	
Property tax administration fees	4,513.25	
Interest earned	143.40	
Dog license fees	477.00	
Delinquent personal taxes	<u>724.67</u>	
Total Receipts		<u>457,737.13</u>
Total Receipts and Balance, April 1, 2003		457,992.06
<u>Disbursements</u>		
Saginaw County	111,768.55	
State of Michigan	69,156.67	
Ashley schools	42,307.22	
Chesaning schools	32,244.88	
Ovid-Elsie schools	48,256.30	
Clinton Intermediate	18,439.42	
Gratiot Intermediate	17,470.62	
Saginaw Intermediate	8,713.80	
Delta Community College	33,953.56	
General fund	39,132.72	
Garbage and Refuse Collection Fund	<u>36,262.08</u>	
Total Disbursements		<u>457,705.82</u>
<u>Balance, March 31, 2004</u>		<u>\$ 286.24</u>

See accompanying notes to financial statements.